

**SECRET**

SECURITY INFORMATION

13 November 1951

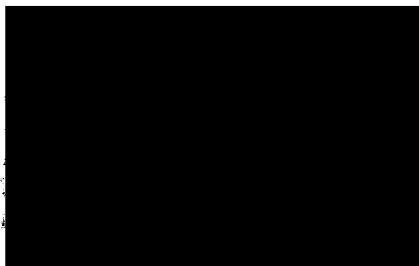
CAREER SERVICE COMMITTEE

Working Group on EMPLOYEE RATING

Minutes of 4th Meeting, 7 November 1951, 10:00 a.m.

25X1A

Present:



Secretary, Career Service Committee

25X1A

1. The minutes of the meeting of 30 October were read and accepted.

25X1A

2. [REDACTED] was introduced as an additional member of the Working Group. [REDACTED] who is a member of CSC, was selected by the AD/SC as the result of a request to that Office from the Career Service Committee that they have a working member to report their policies and problems on this Working Group.

3. The proposed agenda was introduced and accepted as the order of business for this meeting. A copy is attached to these minutes.

b. (Item 1 of agenda)

a. The Working Group agreed on the following definition of a "Performance Rating": "A Performance Rating is the supervisor's opinion as to the employee's performance on the job expressed in standardized categories." Such a rating has the following purposes:

(1) A regular basis for within-grade promotions under the Humphrey Act;

(2) A valid standard for determining unsatisfactory performance for purposes of termination;

(3) A basis for determining satisfactory service in selection of employees for career service where 'two years' satisfactory service' is deemed one of the criteria in selection;

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